

FEDERAL BUREAU OF INVESTIGATION  
FOI/PA  
DELETED PAGE INFORMATION SHEET  
FOI/PA# 1218644-0

Total Deleted Page(s) = 262

Page 2 ~ b6; b7C; b7E;  
Page 3 ~ b6; b7C; b7E;  
Page 4 ~ b7E;  
Page 5 ~ b7E;  
Page 6 ~ b7E;  
Page 7 ~ b7E;  
Page 8 ~ b6; b7C; b7E;  
Page 9 ~ b6; b7C; b7E;  
Page 10 ~ b7E;  
Page 11 ~ b6; b7C; b7E;  
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Page 13 ~ b6; b7C; b7E;  
Page 14 ~ b6; b7C; b7E;  
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Page 64 ~ Duplicate;  
Page 70 ~ Duplicate;  
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## RETURN RECEIPT

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ID #	ITEM DESCRIPTION Type, Make, Model	Serial	Quantity
<input type="text"/>	<input type="text"/>	<input type="text"/>	

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Signature releases responsibility of equipment listed above.

Contact Person: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Case: \_\_\_\_\_

CREW-2427

Page: 1



# Department of Justice

## Office of Justice Programs



National Institute of Justice  
National Law Enforcement and Corrections Technology Centers:  
Border Research Technology Center

### Technical Bulletin: Law Enforcement Use of UAS 10/10/2007

#### **IMPORTANT INFORMATION FOR LAW ENFORCEMENT:** **CONSIDERATIONS PRIOR TO THE PURCHASE AND/OR OPERATIONS OF UNMANNED AIRCRAFT SYSTEMS (UAS)**

Unmanned Aircraft Systems (UAS), also known as UAVs, is a rapidly emerging technology that has exceptional appeal to law enforcement. A UAS consists of an unmanned aircraft, an aircraft control station, and command and control links. UAS are considered as aircraft. These aircraft can often be flown autonomously and at great distances from the command station. In addition, these aircraft can be very small, under 25 lbs and still carry enough equipment to provide video downlink capabilities.

The operation of a UAS by a public agency, whether it is Federal, State or Local Law Enforcement, is enforced by FAA regulations and Federal statutes. With the increase in use of UAS by the military in overseas operations, there has been a significant increase in the number of vendors both producing and marketing these same units to law enforcement. Prior to purchasing or leasing a UAS please consider the following:

- ✓ For a public aircraft operation, the FAA holds the position that a Certificate of Authorization (COA) is required to operate UAS in the National Airspace;
- ✓ The FAA has stated publicly that COAs would not be issued for use of a UAS over populated areas, such as may be defined by the yellow areas on aviation sectionals (aviation map). This includes most cities and densely populated areas;
- ✓ The FAA will consider issuing a COA for operations in unpopulated-areas as long as the agency seeking the COA can demonstrate that the operation is safe, that sufficient risk mitigations are in place, and the operators have sufficient training (which includes a pilot's license and medical certificate);
- ✓ Any law enforcement agency operating a UAS will be required to establish their own airworthiness for the UAS. The airworthiness establishment is the responsibility of the agency and not the vendor. Remember, any agency applying for and receiving a COA assumes liability for the entire operation. While vendor information may be used in deeming an aircraft airworthy, it should not be the only information relied upon;
- ✓ The operation of a UAS requires a FAA certificated pilot with a current class II medical certificate and an observer, who while not required to be a pilot, but must have a class II medical certificate;

- ✓ A vendor approaching a law enforcement agency offering to demonstrate a UAS to an agency must have an experimental airworthiness certificate issued by the FAA prior to the flight. A vendor cannot rely upon an agencies COA to fly the aircraft. COAs are only issued for aircraft that qualify as "public" aircraft;
  
- ✓ The rules allowing the recreation use of model aircraft by hobbyist **DO NOT** allow law enforcement agencies to use a UAS without a COA;
  
- ✓ There are currently no comprehensive studies that confirm the safety records or vendor published data regarding the use of UASs. Problems identified by the military's evaluation of UAS have included radio interference, unexplained control loss, and the durability of the units for repeat flight operations. Department of Defense UAS Program Managers expressed at a recent FAA meeting on UAS, that they rarely get 10 or more missions accomplished with one UAS unit due to crashes;
  
- ✓ It is not anticipated that the FAA will amend their position on the operations of UAS before the year 2010. However, there are 2 key activities taking place that will push the airspace access issue forward. The first is that the FAA has agreed to conduct 2 test projects with major metropolitan police departments. One is Miami/Dade, and the other is the City of Houston. Each of these will provide valuable insight into the difficulties that may exist in operating UAS in urban environments. The other activity is the creation of new regulation for small UAS to fly in the airspace. This recent development is just starting and will be the genesis for getting small UAS flying in a majority of the US without a COA. Rulemaking can take time, however, so stick with the COA process for the next year or two.

*What is the U.S. Department of Justice's doing on this issue?* Through Office of Justice Program's National Institute of Justice (NIJ) and its Aviation Technology Program, law enforcement will have the chance to voice their opinions regarding the use of UAS in the national airspace. NIJ is working with the FAA on rules and regulations regarding the use of UAS by law enforcement that both enhance the mission of public safety and provide for the safety of other aircraft in the national airspace and those on the ground. NIJ is planning a forum on the use of UAS by law enforcement with FAA participation during the winter of 2007-2008. NIJ invites interested law enforcement agencies to participate in this process. For more information on UAS operations please feel free to contact Michael O'Shea, Aviation Technology Program Manager, at [Michael.OShea@usdoj.gov](mailto:Michael.OShea@usdoj.gov) or Timothy Adelman Esq., the Border Research Technology Center Aviation Project Manager, at [Tim@txsheriffs.org](mailto:Tim@txsheriffs.org) or Joe Peters, Border Research Technology Center Director at [Joe@txsheriffs.org](mailto:Joe@txsheriffs.org)

The Office of Justice Programs provides federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist victims. OJP has five component bureaus: the Bureau of Justice Assistance; the Bureau of Justice Statistics; the National Institute of Justice; the Office of Juvenile Justice and Delinquency Prevention; and the Office for Victims of Crime. Additionally, OJP has two program offices: the Community Capacity Development Office, which incorporates the Weed and Seed strategy, and the Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking Office (SMART). More information can be found at <http://www.ojp.usdoj.gov>



**U.S. Department of Justice  
Federal Bureau of Investigation**



## Purchase Order for Supplies or Services

1. Date of Order 09/27/2012	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No. 1	
6. To Contractor (Name, Address and Zip Code): [Redacted]		7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135  b6 b7C b7E			
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F. B. I. BLDG. WASHINGTON, DC 20535		9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135			
10. Business Classification	11. F.O.B. Point DESTINATION		12. Discount Terms NET 30 DAYS		
13. Schedule  [Redacted]  b6 b7C b7E					
<p>A PROPER INVOICE SUBMITTED FOR PAYMENT TO THE FBI MUST CONTAIN THE FOLLOWING: THE NAME OF THE VENDOR; AN INVOICE NUMBER; THE CONTRACT OR PURCHASE ORDER NUMBER; THE INVOICE DATE; DESCRIPTION (I.E. NAME OR ITEM LINE NUMBER), PRICE AND QUANTITY OF GOODS OR SERVICES RENDERED; SHIPPING AND/OR PAYMENT TERMS; TAXPAYER ID#;</p> <p>BANKING / ROUTING NUMBER TO ALLOW EFT PAYMENT; CONTACT NAME, TITLE AND TELEPHONE NUMBER AND ANY OTHER SUBSTANTIATING DOCUMENTATION AS REQUIRED BY THE CONTRACT.</p>					
<p>14. Type of Order</p> <p><input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.</p> <p><input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.</p>					<p>15. Grand Total → <b>XXXXXXXXXXXX</b></p> <p><i>See Instructions on Reverse</i></p>
Point of Contact - Purchase Order Information:		16. United States of America By (Signature)			
Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]		17. Name (Typed)  Title: Contracting Officer			<b>XXXXXXXXXXXX</b>

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-26-2013 BY NSICG F54M93K42

**A - REQUISITIONER**

CREW-2452



**U.S. Department of Justice  
Federal Bureau of Investigation**



**Purchase Order for Supplies or Services**

1. Date of Order <b>09/27/2012</b>	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No. <b>9</b>
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6. To Contractor (Name, Address and Zip Code): [Redacted]	7. Ship to (Consignee and address, Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>
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8. Issuing Office (Address correspondence to): <b>FEDERAL BUREAU OF INVESTIGATION</b> <b>PROCUREMENT SECTION</b> <b>ROOM 6823, JEH F. B. I. BLDG.</b> <b>WASHINGTON, DC 20535</b>	9. Send Invoice to: (Name, Address and Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>
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10. Business Classification	11. F.O.B. Point <b>DESTINATION</b>	12. Discount Terms <b>NET 30 DAYS</b>
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13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

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14. Type of Order					15.
<input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.					<b>Grand Total</b> → [Redacted]
<input type="checkbox"/> B. Delivery - This delivery order is subject to instructions con- tained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.					<i>See Instructions on Reverse</i>
<b>CONTRACTOR NUMBER</b> [Redacted]					b6

Point of Contact - Purchase Order Information: [Redacted]	16. United States of America [Redacted]	b7C
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Title: Contracting Officer [Redacted]		[Redacted]

**A - REQUISITIONER**

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**U.S. Department of Justice**  
Federal Bureau of Investigation



**Purchase Order for Supplies or Services**

1. Date of Order <b>09/27/2012</b>	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No. <b>8</b>
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6. To Contractor (Name, Address and Zip Code):  
[Redacted]

7. Ship to (Consignee and address, Zip Code):  
**FEDERAL BUREAU OF INVESTIGATION**  
ATTN: [Redacted]  
**BUILDING 27958A**  
**QUANTICO, VA 22135**

8. Issuing Office (Address correspondence to):  
**FEDERAL BUREAU OF INVESTIGATION**  
**PROCUREMENT SECTION**  
**ROOM 6823, JEH F.B.I. BLDG.**  
**WASHINGTON, DC 20535**

9. Send Invoice to: (Name, Address and Zip Code):  
**FEDERAL BUREAU OF INVESTIGATION**  
ATTN: [Redacted]  
**BUILDING 27958A**  
**QUANTICO, VA 22135**

10. Business Classification	11. F.O.B. Point <b>DESTINATION</b>	12. Discount Terms <b>NET 30 DAYS</b>
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13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

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14. Type of Order

A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15. **Grand Total** → **XXXXXXXXXXXX**  
[Redacted]

*See Instructions on Reverse*

Point of Contact - Purchase Order Information:	16. United States of America By (Signature)
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Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]	17. Name (Typed) Title: Contracting Officer XXXXXXXXXXXX
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**A - REQUISITIONER**

CREW-2454



**U.S. Department of Justice  
Federal Bureau of Investigation**



**Purchase Order for Supplies or Services**

1. Date of Order <b>09/27/2012</b>	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No. <b>7</b>	
6. To Contractor (Name, Address and Zip Code): [Redacted]		7. Ship to (Consignee and address, Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>			
8. Issuing Office (Address correspondence to): <b>FEDERAL BUREAU OF INVESTIGATION</b> <b>PROCUREMENT SECTION</b> <b>ROOM 6823, JEH F.B.I. BLDG.</b> <b>WASHINGTON, DC 20535</b>		9. Send Invoice to: (Name, Address and Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>			
10. Business Classification		11. F.O.B. Point <b>DESTINATION</b>		12. Discount Terms <b>NET 30 DAYS</b>	
13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
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15. <b>Grand Total</b> → <b>XXXXXXXXXXXX</b> <i>See Instructions on Reverse</i>					
Point of Contact - Purchase Order Information:			16. United States of America By (Signature)		
Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]			17. Name (Typed) <b>XXXXXXXXXXXX</b> Title: Contracting Officer		

**A - REQUISITIONER**

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**U.S. Department of Justice  
Federal Bureau of Investigation**



**Purchase Order for Supplies or Services**

1. Date of Order <b>09/27/2012</b>	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No. <b>6</b>
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6. To Contractor (Name, Address and Zip Code):  
[Redacted]

7. Ship to (Consignee and address, Zip Code):

**FEDERAL BUREAU OF INVESTIGATION**  
ATTN: [Redacted]  
BUILDING 27958A  
QUANTICO, VA 22135

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8. Issuing Office (Address correspondence to):  
**FEDERAL BUREAU OF INVESTIGATION**  
**PROCUREMENT SECTION**  
**ROOM 6823, JEH F.B.I. BLDG.**  
**WASHINGTON, DC 20535**

9. Send Invoice to: (Name, Address and Zip Code):  
**FEDERAL BUREAU OF INVESTIGATION**  
ATTN: [Redacted]  
BUILDING 27958A  
QUANTICO, VA 22135

10. Business Classification

11. F.O.B. Point  
**DESTINATION**12. Discount Terms  
**NET 30 DAYS**

## 13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

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## 14. Type of Order

A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets; if any, including delivery as indicated.

B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15.  
**Grand Total**

XXXXXX

*See Instructions on Reverse*

Point of Contact - Purchase Order Information:

16. United States of America  
By (Signature)Point of Contact - Invoice Payment Status:  
Commercial Payments Unit - [Redacted]

17. Name (Typed) XXXXXXXXXXXX

Title: Contracting Officer

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**A - REQUISITIONER**

CREW-2456



**U.S. Department of Justice**  
Federal Bureau of Investigation



**Purchase Order for Supplies or Services**

1. Date of Order <b>09/27/2012</b>	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No. <b>5</b>	
6. To Contractor (Name, Address and Zip Code): [Redacted]		7. Ship to (Consignee and address, Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>			
8. Issuing Office (Address correspondence to): <b>FEDERAL BUREAU OF INVESTIGATION</b> <b>PROCUREMENT SECTION</b> <b>ROOM 6823, JEH F. B. I. BLDG.</b> <b>WASHINGTON, DC 20535</b>		9. Send Invoice to: (Name, Address and Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>			
10. Business Classification		11. F.O.B. Point <b>DESTINATION</b>		12. Discount Terms <b>NET 30 DAYS</b>	
13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
14. Type of Order <p><input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.</p> <p><input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.</p>					
			15. <b>Grand Total</b> → <b>XXXXXXXXXXXXX</b> <i>See Instructions on Reverse</i>		
Point of Contact - Purchase Order Information:			16. United States of America By (Signature)		
Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]			17. Name (Typed) <b>XXXXXXXXXXXX</b> Title: Contracting Officer		

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**A - REQUISITIONER**

CREW-2457



**U.S. Department of Justice  
Federal Bureau of Investigation**



**Purchase Order for Supplies or Services**

1. Date of Order <b>09/27/2012</b>	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No. <b>4</b>
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6. To Contractor (Name, Address and Zip Code): [Redacted]	7. Ship to (Consignee and address, Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>
--	--

8. Issuing Office (Address correspondence to): <b>FEDERAL BUREAU OF INVESTIGATION</b> <b>PROCUREMENT SECTION</b> <b>ROOM 6823, JEH F. B. I. BLDG.</b> <b>WASHINGTON, DC 20535</b>	9. Send Invoice to: (Name, Address and Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>
---	--

10. Business Classification	11. F.O.B. Point <b>DESTINATION</b>	12. Discount Terms <b>NET 30 DAYS</b>
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13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

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[Redacted]	[Redacted]	[Redacted]	[Redacted]
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14. Type of Order	<input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.	<input type="checkbox"/> B. Delivery - This delivery order is subject to instructions con- tained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	15. <b>Grand Total</b> → <b>XXXXXXXXXXXX</b> See Instructions on Reverse
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Point of Contact - Purchase Order Information:  Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]	16. United States of America By (Signature)
	17. Name (Typed) <b>XXXXXXXXXXXX</b> Title: Contracting Officer

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**A - REQUISITIONER**

CREW-2458



**U.S. Department of Justice  
Federal Bureau of Investigation**



**Purchase Order for Supplies or Services**

1. Date of Order <b>09/27/2012</b>	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No. <b>3</b>
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6. To Contractor (Name, Address and Zip Code):  
 [Redacted]
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7. Ship to (Consignee and address, Zip Code):

**FEDERAL BUREAU OF INVESTIGATION**  
**ATTN: [Redacted]**  
**BUILDING 27958A**  
**QUANTICO, VA 22135**

8. Issuing Office (Address correspondence to): <b>FEDERAL BUREAU OF INVESTIGATION</b> <b>PROCUREMENT SECTION</b> <b>ROOM 6823, JEH F. B. I. BLDG.</b> <b>WASHINGTON, DC 20535</b>	9. Send Invoice to: (Name, Address and Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> <b>ATTN: [Redacted]</b> <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>
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10. Business Classification	11. F.O.B. Point <b>DESTINATION</b>	12. Discount Terms <b>NET 30 DAYS</b>
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13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

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14. Type of Order	<input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.	<input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	15. <b>Grand Total</b> <span style="float: right;">XXXXXXXXXXXX</span>
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*See Instructions on Reverse*

Point of Contact - Purchase Order Information:	16. United States of America By (Signature)
Point of Contact - Invoice Payment Status: Commercial Payments Unit <span style="border: 1px solid black; padding: 2px;">[Redacted]</span>	17. Name (Typed) <span style="float: right;">XXXXXXXXXXXX</span> Title: Contracting Officer

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**A - REQUISITIONER**

CREW-2459



**U.S. Department of Justice  
Federal Bureau of Investigation**



**Purchase Order for Supplies or Services**

1. Date of Order <b>09/27/2012</b>	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No. <b>2</b>
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6. To Contractor (Name, Address and Zip Code): [Redacted]	7. Ship to (Consignee and address, Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>
--	--

8. Issuing Office (Address correspondence to): <b>FEDERAL BUREAU OF INVESTIGATION</b> <b>PROCUREMENT SECTION</b> <b>ROOM 6823, JEH F.B.I. BLDG.</b> <b>WASHINGTON, DC 20535</b>	9. Send Invoice to: (Name, Address and Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>
---	--

10. Business Classification	11. F.O.B. Point <b>DESTINATION</b>	12. Discount Terms <b>NET 30 DAYS</b>
-----------------------------	--	--

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
	<p>ALL PAYMENTS BY THE GOVERNMENT UNDER THIS ORDER SHALL BE MADE BY ELECTRONIC FUNDS TRANSFER (EFT). THE VENDOR SHALL PROVIDE THIS INFORMATION ON EACH INVOICE OR SUBMIT SF-3881 FORM TO: FBI, COMMERCIAL PAYMENTS UNIT RM. 1987, J. EDGAR HOOVER BLDG 935 PENNSYLVANIA AVENUE, NW WASHINGTON, DC 20535</p> <p>IF THIS INFORMATION IS NOT AVAILABLE TO THE GOVERNMENT, THE INVOICE WILL BE CONSIDERED AN IMPROPER INVOICE AND SHALL BE RETURNED.</p> <p>FEDERAL STATUTE REQUIRES THAT THE FEDERAL GOVERNMENT PAY IN ARREARS ONLY. THEREFORE, BILLING SHOULD BE MONTHLY OR QUARTERLY (TITLE 31, U.S.C. SECTION 3324).</p>				

14. Type of Order	<input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.	<input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	15. Grand Total → <b>XXXXXXXXXXXX</b>
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*See Instructions on Reverse*

Point of Contact - Purchase Order Information:	16. United States of America By (Signature)
Point of Contact - Invoice Payment Status: Commercial Payments Unit - [Redacted]	17. Name (Typed) <b>XXXXXXXXXXXX</b> Title: Contracting Officer

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**A - REQUISITIONER**

CREW-2460



**U.S. Department of Justice  
Federal Bureau of Investigation**



**Purchase Order for Supplies or Services**

1. Date of Order <b>09/27/2012</b>	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No. <b>5 b6</b>	
6. To Contractor (Name, Address and Zip Code): [Redacted]		7. Ship to (Consignee and address, Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>			
8. Issuing Office (Address correspondence to): <b>FEDERAL BUREAU OF INVESTIGATION</b> <b>PROCUREMENT SECTION</b> <b>ROOM 6823, JEH F. B. I. BLDG.</b> <b>WASHINGTON, DC 20535</b>		9. Send invoice to: (Name, Address and Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>			
10. Business Classification		11. F.O.B. Point <b>DESTINATION</b>		12. Discount Terms <b>NET 30 DAYS</b>	
13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
14. Type of Order <p><input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.</p> <p><input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.</p>					
15. Grand Total → <b>XXXXXXXXXX</b> <i>See Instructions on Reverse</i>					
Point of Contact - Purchase Order Information:  Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]			16. United States of America By (Signature) 17. Name (Typed) <b>XXXXXXXXXX</b> Title: Contracting Officer		

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**A - REQUISITIONER**  
CREW-2462



**U.S. Department of Justice**  
Federal Bureau of Investigation



**Purchase Order for Supplies or Services**

1. Date of Order <b>09/27/2012</b>	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No. <b>b6 b6</b>
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6. To Contractor (Name, Address and Zip Code):  
[Redacted]

7. Ship to (Consignee and address, Zip Code):

**FEDERAL BUREAU OF INVESTIGATION**  
ATTN: [Redacted]  
BUILDING 27958A  
QUANTICO, VA 22135

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8. Issuing Office (Address correspondence to):  
**FEDERAL BUREAU OF INVESTIGATION**  
PROCUREMENT SECTION  
ROOM 6823, JEH F. B. I. BLDG.  
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):  
**FEDERAL BUREAU OF INVESTIGATION**  
ATTN: [Redacted]  
BUILDING 27958A  
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point <b>DESTINATION</b>	12. Discount Terms <b>NET 30 DAYS</b>
-----------------------------	--	--

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

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\*\*\*\*\*  
\*\*\*\*\*FOR FBI INFO ONLY\*\*\*\*\*  
\*\*\*\*\*

14. Type of Order

A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

CONTRACTOR NUMBER [Redacted]

15. Grand Total → [Redacted]

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See Instructions on Reverse b7E

Point of Contact - Purchase Order Information:

16. United States of America  
By (Signature)

Title: Contracting Officer [Redacted]

**A - REQUISITIONER**  
CREW-2463



**U.S. Department of Justice  
Federal Bureau of Investigation**



**Purchase Order for Supplies or Services**

1. Date of Order <b>09/27/2012</b>	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No. <b>4 b6</b>	
6. To Contractor (Name, Address and Zip Code): [Redacted]		7. Ship to (Consignee and address, Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135			
8. Issuing Office (Address correspondence to): <b>FEDERAL BUREAU OF INVESTIGATION</b> PROCUREMENT SECTION ROOM 6823, JEH F. B. I. BLDG. WASHINGTON, DC 20535		9. Send Invoice to: (Name, Address and Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135			
10. Business Classification		11. F.O.B. Point <b>DESTINATION</b>		12. Discount Terms <b>NET 30 DAYS</b>	
13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
<p style="margin-top: 100px;">[Redacted]</p>					
14. Type of Order		<input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.		<input type="checkbox"/> B. Delivery - This delivery order is subject to instructions con- tained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
				15. Grand Total	XXXXXX → XXXXXXXXXXXX
<i>See Instructions on Reverse</i>					
Point of Contact - Purchase Order Information:		16. United States of America By (Signature)			
Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]		17. Name (Typed) Title: Contracting Officer XXXXXX → XXXXXXXXXXXX			

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**A - REQUISITIONER**  
CREW-2464



**U.S. Department of Justice  
Federal Bureau of Investigation**



**Purchase Order for Supplies or Services**

1. Date of Order <b>09/27/2012</b>	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No. <b>3 b6 b7C b7E</b>	
6. To Contractor (Name, Address and Zip Code): [Redacted]		7. Ship to (Consignee and address, Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135			
8. Issuing Office (Address correspondence to): <b>FEDERAL BUREAU OF INVESTIGATION</b> PROCUREMENT SECTION ROOM 6823, JEH F. B. I. BLDG. WASHINGTON, DC 20535		9. Send Invoice to: (Name, Address and Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135			
10. Business Classification		11. F.O.B. Point <b>DESTINATION</b>		12. Discount Terms <b>NET 30 DAYS</b>	
13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
[Redacted]					
14. Type of Order <p><input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.</p> <p><input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.</p>					
15. Grand Total → <b>XXXXXXXXXXXX</b> <i>See Instructions on Reverse</i>					
Point of Contact - Purchase Order Information:		16. United States of America By (Signature)			
Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]		17. Name (Typed) <b>XXXXXXXXXXXX</b> Title: Contracting Officer			

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**U.S. Department of Justice  
Federal Bureau of Investigation**



**Purchase Order for Supplies or Services**

1. Date of Order <b>09/27/2012</b>	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No. <b>2 b6</b>	
6. To Contractor (Name, Address and Zip Code): [Redacted]		7. Ship to (Consignee and address, Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>			
8. Issuing Office (Address correspondence to): <b>FEDERAL BUREAU OF INVESTIGATION</b> <b>PROCUREMENT SECTION</b> <b>ROOM 6823, JEH F.B.I. BLDG.</b> <b>WASHINGTON, DC 20535</b>		9. Send Invoice to: (Name, Address and Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>			
10. Business Classification		11. F.O.B. Point <b>DESTINATION</b>		12. Discount Terms <b>NET 30 DAYS</b>	
13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
<p><b>FEDERAL STATUTE REQUIRES THAT THE FEDERAL GOVERNMENT PAY IN ARREARS ONLY. THEREFORE, BILLING SHOULD BE MONTHLY OR QUARTERLY (TITLE 31, U.S.C. SECTION 3324).</b></p> <p><b>ALL PAYMENTS BY THE GOVERNMENT UNDER THIS ORDER SHALL BE MADE BY ELECTRONIC FUNDS TRANSFER (EFT). THE VENDOR SHALL PROVIDE THIS INFORMATION ON EACH INVOICE OR SUBMIT SF-3881 FORM TO: FBI, COMMERCIAL PAYMENTS UNIT RM. 1987, J. EDGAR HOOVER BLDG 935 PENNSYLVANIA AVENUE, NW WASHINGTON, DC 20535</b></p> <p><b>IF THIS INFORMATION IS NOT AVAILABLE TO THE GOVERNMENT, THE INVOICE WILL BE CONSIDERED AN IMPROPER INVOICE AND SHALL BE RETURNED.</b></p> <p>*****</p>					
b7E					
<p>14. Type of Order</p> <p><input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.</p> <p><input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.</p>					
<p>15. Grand Total</p> <p>→ <b>XXXXXXXXXXXX</b></p>			<p><i>See Instructions on Reverse</i></p>		
Point of Contact - Purchase Order Information:			16. United States of America By (Signature)		
Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]			17. Name (Typed) <b>XXXXXXXXXXXX</b> Title: Contracting Officer		
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**A - REQUISITIONER**  
CREW-2466



# Acquisition Security Unit Checklist

Version 3 – 10/01/2009

Previous editions are obsolete and will not be accepted

## MUST BE COMPLETED BY REQUESTOR

Request Date:	05/06/2011
Anticipated Procurement Date:	
Requisition #:	
Point of Contact:	
POC Phone #:	

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## Highest Classification Required for Vendor to Provide Services / Products:

(Access to FBI systems? Access to classified information?)

UNCLASSIFIED     SECRET     TOP SECRET     TOP SECRET/SCI

## Comments:

## ASU USE ONLY

Date Received: _____	ASU POC: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Date Additional Information Requested: _____	
Date Returned: _____	

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- Classified Contract (DD 254 Required)
- Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required)
- Contracting Officer's Security Representative
- E-QIP Special Security Requirements
- DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements
- DOJ Consent for Warrantless Searches of DOJ Workplaces
- Personnel Security Special Security Requirements
- Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements
- Contractor Financial Disclosure Requirements
- Contractor Suitability Requirements
- National Interest Determination

## ASU SPECIAL NOTES

- Required if not already accomplished as part of the original contract award
- Required if connected to a FISMA or Critical Asset System (i.e. \_\_\_\_\_)
- Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System
- Intergovernmental procurement / reimbursement
- No actions related to security were identified in the documentation provided

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ASU

Date

## ACKNOWLEDGEMENT

### Procurement Official/COTR/Technical Representative:

- I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation.
- This  is /  is not a mission essential contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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## ACQUISITION SECURITY REQUEST

Request Date:	05/06/2011	Anticipated Procurement Date:	06/06/2011
<b>VENDOR INFORMATION</b>			
<input type="checkbox"/> Reseller With Access to FBI Facilities		<input type="checkbox"/> Reseller With <u>No</u> Access to FBI Facilities	
Vendor Name:			
Vendor Address:			
<input checked="" type="checkbox"/> Manufacturer		<input checked="" type="checkbox"/> Hardware	<input checked="" type="checkbox"/> Software
<input checked="" type="checkbox"/> Maintenance			
Vendor Name:			b7E
Vendor Address:			
<input type="checkbox"/> Contractor Providing Classified Services		<input type="checkbox"/> DD Form 254 Required	
Vendor Name:			
Vendor Address:			
<b>PRODUCT/SERVICES INFORMATION</b>			
<input type="checkbox"/> FISMA System <input checked="" type="checkbox"/> Critical Asset System <input type="checkbox"/> Telecommunications <input type="checkbox"/> Audiovisual			
1. Products being procured (list the specific hardware / software / services in detail)	Train the Trainer Class for <input type="text"/>		
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	Operational Technology Division, Traditional Technology Section, Video Surveillance Unit, Unmanned Aerial Vehicle <input type="text"/>		
3. Network on which product/service is to be used (i.e. <input type="text"/> etc.)	N/A		
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	UNCLASSIFIED		
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	FBI PERSONNEL		
6. Will the vendor require access to classified information/systems?	NO		
<b>PROCUREMENT INFORMATION</b>			
Contracting Officer Name/ Phone:	b6 b7C b7E		
FBI COTR Name/Phone:			
Program Manager/Technical POC:			
Requisition Number:			
Purchase Order Number:			
Contract Number:			
<b>DOCUMENTATION ATTACHED</b>			
<input type="checkbox"/> Answers to the Acquisition Risk Questions (the replacement for the SF-328)			
<input type="checkbox"/> Key Management Personnel Listing (KMPL)			
<input checked="" type="checkbox"/> FD-369 Requisition for Supplies and/or Equipment			
<input type="checkbox"/> Statement of Work (SOW) – Required if a classified contract			
<b>PRIORITY</b>			
All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.			
Comments:			

## ACQUISITION SECURITY REQUEST

Request Date: 05/10/2011 Anticipated Procurement Date: 06/10/2011

### VENDOR INFORMATION

Reseller With Access to FBI Facilities  Reseller With No Access to FBI Facilities

Vendor Name:

Vendor Address:

Manufacturer

Hardware

Software

Maintenance

Vendor Name:

Vendor Address:

Contractor Providing Classified Services  DD Form 254 Required

Vendor Name:

Vendor Address:

### PRODUCT/SERVICES INFORMATION

FISMA System  Critical Asset System  Telecommunications  Audiovisual

1. Products being procured (list the specific hardware / software / services in detail)	Unmanned Aerial Vehicle parts and supplies
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	Operational Technology Division, Traditional Technology Section, Video Surveillance Unit, Unmanned Aerial Vehicle <div style="border: 1px solid black; width: 150px; height: 30px; margin-top: 5px;"></div>
3. Network on which product/service is to be used. (i.e. [redacted] etc.)	N/A
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	UNCLASSIFIED
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	FBI PERSONNEL
6. Will the vendor require access to classified information/systems?	NO

### PROCUREMENT INFORMATION

Contracting Officer Name/ Phone:	<div style="border: 1px solid black; width: 150px; height: 30px; margin-top: 5px;"></div>
FBI COTR Name/Phone:	<div style="border: 1px solid black; width: 150px; height: 30px; margin-top: 5px;"></div>
Program Manager/Technical POC:	<div style="border: 1px solid black; width: 150px; height: 30px; margin-top: 5px;"></div>
Requisition Number:	<div style="border: 1px solid black; width: 150px; height: 30px; margin-top: 5px;"></div>
Purchase Order Number:	<div style="border: 1px solid black; width: 150px; height: 30px; margin-top: 5px;"></div>
Contract Number:	<div style="border: 1px solid black; width: 150px; height: 30px; margin-top: 5px;"></div>

### DOCUMENTATION ATTACHED

- Answers to the Acquisition Risk Questions (the replacement for the SF-328)
- Key Management Personnel Listing (KMPL)
- FD-369 Requisition for Supplies and/or Equipment
- Statement of Work (SOW) – Required if a classified contract

### PRIORITY

All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.

Comments:

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# Acquisition Security Unit Checklist

Version 3 – 10/01/2009

Previous editions are obsolete and will not be accepted

## **MUST BE COMPLETED BY REQUESTOR**

Request Date:	05/10/2011
Anticipated Procurement Date:	
Requisition #:	
Point of Contact:	
POC Phone #:	

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## **Highest Classification Required for Vendor to Provide Services / Products:**

(Access to FBI systems? Access to classified information?)

UNCLASSIFIED     SECRET     TOP SECRET     TOP SECRET/SCI

## **Comments:**

## **ASU USE ONLY**

Date Received: _____	ASU POC: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Date Additional Information Requested: _____	
Date Returned: _____	

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- Classified Contract (DD 254 Required)
- Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required)
- Contracting Officer's Security Representative
- E-QIP Special Security Requirements
- DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements
- DOJ Consent for Warrantless Searches of DOJ Workplaces
- Personnel Security Special Security Requirements
- Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements
- Contractor Financial Disclosure Requirements
- Contractor Suitability Requirements
- National Interest Determination

## **ASU SPECIAL NOTES**

- Required if not already accomplished as part of the original contract award
- Required if connected to a FISMA or Critical Asset System (i.e. \_\_\_\_\_)
- Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System
- Intergovernmental procurement / reimbursement
- No actions related to security were identified in the documentation provided

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ASU

Date

## **ACKNOWLEDGEMENT**

### **Procurement Official/COTR/Technical Representative:**

- I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation.
- This  is /  is not a mission essential contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-26-2013 BY NSICC F54M93K42

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Please attach completed checklist to your package at submission to Finance.

CREW-2551

## ACQUISITION SECURITY REQUEST

Request Date:	12/21/2010	Anticipated Procurement Date:	ASAP
<b>VENDOR INFORMATION</b>			
<input type="checkbox"/> Reseller With Access to FBI Facilities		<input type="checkbox"/> Reseller With No Access to FBI Facilities	
Vendor Name:			
Vendor Address:			
<input checked="" type="checkbox"/> Manufacturer	<input checked="" type="checkbox"/> Hardware	<input type="checkbox"/> Software	<input type="checkbox"/> Maintenance
Vendor Name:			
Vendor Address:			
<input type="checkbox"/> Contractor Providing Classified Services		<input type="checkbox"/> DD Form 254 Required	
Vendor Name:			
Vendor Address:			
<b>PRODUCT/SERVICES INFORMATION</b>			
<input type="checkbox"/> FISMA System <input checked="" type="checkbox"/> Critical Asset System <input type="checkbox"/> Telecommunications <input type="checkbox"/> Audiovisual			
1. Products being procured (list the specific hardware / software / services in detail)	Training of Unmanned Aircraft System Pilots		
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	Operational Technology Division, Traditional Technology Section, Video Surveillance Unit, Unmanned Aircraft Vehicle		
3. Network on which product/service is to be used (i.e. [redacted] etc.)	N/A		
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	UNCLASSIFIED		
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	FBI PERSONNEL		
6. Will the vendor require access to classified information/systems?	NO		
<b>PROCUREMENT INFORMATION</b>			
Contracting Officer Name/ Phone:			
FBI COTR Name/Phone:			
Program Manager/Technical POC:			
Requisition Number:			
Purchase Order Number:			
Contract Number:			
<b>DOCUMENTATION ATTACHED</b>			
<input type="checkbox"/> Answers to the Acquisition Risk Questions (the replacement for the SF-328)			
<input type="checkbox"/> Key Management Personnel Listing (KMPL)			
<input checked="" type="checkbox"/> FD-369 Requisition for Supplies and/or Equipment			
<input type="checkbox"/> Statement of Work (SOW) – Required if a classified contract			
<b>PRIORITY</b>			
All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.			
Comments:   			

# Acquisition Security Unit Checklist

Version 3 – 10/01/2009

Previous editions are obsolete and will not be accepted

MUST BE COMPLETED BY REQUESTOR

Request Date:	12/21/2010
Anticipated Procurement Date:	
Requisition #:	
Point of Contact:	
POC Phone #:	
Highest Classification Required for Vendor to Provide Services / Products: (Access to FBI systems? Access to classified information?)	
<input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> TOP SECRET/SCI	

Comments:

ASU USE ONLY

Date Received: _____	ASU POC:
Date Additional Information Requested: _____	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Date Returned: _____	

- Classified Contract (DD 254 Required)
- Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required)
- Contracting Officer's Security Representative
- E-QIP Special Security Requirements
- DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements
- DOJ Consent for Warrantless Searches of DOJ Workplaces
- Personnel Security Special Security Requirements
- Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements
- Contractor Financial Disclosure Requirements
- Contractor Suitability Requirements
- National Interest Determination

ASU SPECIAL NOTES

- Required if not already accomplished as part of the original contract award
- Required if connected to a FISMA or Critical Asset System (i.e. \_\_\_\_\_)
- Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System
- Intergovernmental procurement / reimbursement
- No actions related to security were identified in the documentation provided

\_\_\_\_\_  
ASU \_\_\_\_\_ Date \_\_\_\_\_

ACKNOWLEDGEMENT

Procurement Official/COTR/Technical Representative:

- I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation.
- This  is /  is not a mission essential contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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CREW-2565

Please attach this completed checklist to your package at submission to Finance.



U.S. Department of Justice  
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order  05/17/2013	2. Order No.  [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No.		
6. To Contractor (Name, Address and Zip Code):  [Redacted]		7. Ship to (Consignee and address, Zip Code):  FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 2795BA QUANTICO, VA 22135				
8. Issuing Office (Address correspondence to):  FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 4823, JEF F.B.I. BLDG. WASHINGTON, DC 20535		9. Send Invoice to: (Name, Address and Zip Code):  FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 2795BA QUANTICO, VA 22135				
10. Business Classification	11. F.O.B. Point  DESTINATION	12. Discount Terms  NET 30 DAYS				
13. Schedule	Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
[Redacted]						
<p>PLEASE ACKNOWLEDGE ACCEPTANCE OF THE TERMS AND CONDITIONS OF THIS ORDER BY SIGNING AND RETURNING THE ENCLOSED YELLOW COPY WITHIN 10 DAYS TO THE ADDRESS IN BOX # 7.</p> <p>* *</p> <p>(SIGNATURE)</p> <p>ALL PAYMENTS BY THE GOVERNMENT UNDER THIS ORDER SHALL BE MADE BY ELECTRONIC FUNDS TRANSFER (EFT). THE VENDOR SHALL PROVIDE THIS INFORMATION ON EACH INVOICE OR SUBMIT SF-5881 FORM TO: FBI, COMMERCIAL PAYMENTS UNIT RM. 1987, J. EDGAR HOOVER BUILDING, 935 PENNSYLVANIA AVENUE, NW</p>						
14. Type of Order						
<input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.				<input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
15. Grand Total → [Redacted]				See Instructions on Reverse		
Point of Contact - Purchase Order Information:			16. United States of America By (Signature)			
Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]			17. Name (Typed) Title: Contracting Officer XXXXXX-XXXX-XXXX			

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**U.S. Department of Justice  
Federal Bureau of Investigation**



**Purchase Order for Supplies or Services**

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.	
03/17/2011				2 b6 b7C b7E	
6. To Contractor (Name, Address and Zip Code):  [Redacted]		7. Ship to (Consignee and address, Zip Code):  FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27736A QUANTICO, VA 22135			
8. Issuing Office (Address correspondence to):  FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEF F.B.I. BLDG. WASHINGTON, DC 20535		9. Send Invoice to: (Name, Address and Zip Code):  FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27736A QUANTICO, VA 22135			
10. Business Classification		11. F.O.B. Point DESTINATION		12. Discount Terms NET 30 DAYS	
13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
	<p>WASHINGTON, DC 20535</p> <p>IF THIS INFORMATION IS NOT AVAILABLE TO THE GOVERNMENT, THE INVOICE WILL BE CONSIDERED AN IMPROPER INVOICE AND SHALL BE RETURNED.</p> <p>A PROPER INVOICE SUBMITTED FOR PAYMENT TO THE FBI MUST CONTAIN THE FOLLOWING: THE NAME OF THE VENDOR; AN INVOICE NUMBER; THE CONTRACT OR PURCHASE ORDER NUMBER; THE INVOICE DATE; DESCRIPTION (I.E., NAME OR ITEM LINE NUMBER), PRICE AND QUANTITY OF GOODS OR SERVICES RENDERED; SHIPPING AND/OR PAYMENT TERMS; TAX PAYMENT ID#; RANKING / ROUTING NUMBER TO ALLOW EFT PAYMENT; CONTACT NAME, TITLE AND TELEPHONE NUMBER AND ANY OTHER SUBSTANTIATING DOCUMENTATION AS REQUIRED BY THE CONTRACT.</p>				
14. Type of Order					15. Grand Total → <span style="border: 1px solid black; padding: 2px;">XXXXXXXXXXXXXX</span>
<input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.					<input type="checkbox"/> B. Delivery - This delivery order is subject to instructions con- tained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
					See Instructions on Reverse
Point of Contact - Purchase Order Information:		16. United States of America By (Signature)			
Point of Contact - Invoice Payment Status: Commercial Payments Unit - [Redacted]		17. Name (Typed) Title: Contracting Officer			XXXXXXX b6 b7C



**U.S. Department of Justice**  
Federal Bureau of Investigation



**Purchase Order for Supplies or Services**

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.	
05/17/2011	[Redacted]				
6. To Contractor (Name, Address and Zip Code):  [Redacted]		7. Ship to (Consignee and address, Zip Code):  FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135			
8. Issuing Office (Address correspondence to):  FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 4823, JEF F.B.I. BLDG. WASHINGTON, DC 20535		9. Send Invoice to: (Name, Address and Zip Code):  FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135			
10. Business Classification		11. F.O.B. Point DESTINATION		12. Discount Terms NET 30 DAYS	
13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
<p>FAR CLAUSE 52.204-7 AND ITS ALTERNATE I - OR, IF A COMMERCIAL ITEM OR SERVICE, ADDENDUM TO 52.212-4, CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS APPLY TO THIS PURCHASE ORDER. THESE CLAUSES REQUIRE THE CONTRACTOR TO BE REGISTERED IN THE CCR DATABASE AND MAINTAIN REGISTRATION UNTIL FINAL PAYMENT.</p> <p>[Redacted]</p>					
<p>14. Type of Order</p> <p><input checked="" type="checkbox"/> A. Purchase - Please furnish the following under the terms, and conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.</p> <p><input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.</p>					
<p>CONTRACTOR NUMBER [Redacted]</p> <p>Point of Contact - Purchase Order Information: [Redacted]</p>					
<p>15. Grand Total → [Redacted]</p> <p>See Instructions on Reverse</p>					
<p>16. United States of America By (Signature) [Redacted]</p>					
<p>17. Name (Type) Title: Con [Redacted]</p>					

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**FBI**

**U.S. Department of Justice**  
**Federal Bureau of Investigation**

<b>Purchase Order for Supplies or Services</b>				
1. Date of Order <b>06/28/2011</b>	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No. <b>1 b6</b> <b>b7C</b>
6. To Contractor (Name, Address and Zip Code): [Redacted]		7. Ship to (Consignee and address, Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>		
8. Issuing Office (Address correspondence to): <b>FEDERAL BUREAU OF INVESTIGATION</b> PROCUREMENT SECTION ROOM 6823, JEF F. B. I. BLDG. + WASHINGTON, DC 20535		9. Send Invoice to: (Name, Address and Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>		
10. Business Classification		11. F.O.B. Point <b>DESTINATION</b>	12. Discount Terms <b>NET 30 DAYS</b>	
Line No. (A)	Supplies or Services (B)	13. Schedule <b>10</b>	Quantity Ordered (C)	Unit (D)
Unit Price (E)	Amount (F)			
14. Type of Order				
<input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.			<input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
			15. <b>Grand Total</b> → <b>XXXXXXXXXX</b>	
			See Instructions on Reverse	
Point of Contact - Purchase Order Information:		16. United States of America By (Signature)		
Point of Contact - Invoice Payment Status: Commercial Payments Unit: [Redacted]		17. Name (Typed) <b>XXXXXXXXXXXX</b> Title: Contracting Officer		

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**D - SUPPLY TECHNICIAN** CREW 2569



U.S. Department of Justice  
Federal Bureau of Investigation



**Purchase Order for Supplies or Services**

1. Date of Order <b>06/28/2011</b>	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No. <b>2</b>
---------------------------------------	----------------------------	-------------	--------------	-------------------------

*b6 To Contractor (Name, Address and Zip Code):*

[Redacted]

7. Ship to (Consignee and address, Zip Code):

**FEDERAL BUREAU OF INVESTIGATION**  
ATTN: [Redacted]  
BUILDING 27958A  
QUANTICO, VA 22135

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8. Issuing Office (Address correspondence to):

**FEDERAL BUREAU OF INVESTIGATION**  
PROCUREMENT SECTION  
ROOM 6823, JEF F. B. I. BLDG.  
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):

**FEDERAL BUREAU OF INVESTIGATION**  
ATTN: [Redacted]  
BUILDING 27958A  
QUANTICO, VA 22135

10. Business Classification

11. F.O.B. Point

**DESTINATION**

12. Discount Terms

**NET 30 DAYS**

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

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14. Type of Order

A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15.  
**Grand Total**

XXXXXX

*See Instructions on Reverse*

Point of Contact - Purchase Order Information:

16. United States of America  
By (Signature)

Point of Contact - Invoice Payment Status:  
Commercial Payments Unit [Redacted]

17. Name (Typed)

XXXXXX

*Title: Contracting Officer*

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**D - SUPPLY TECHNICIAN**

CREW 2570



**U.S. Department of Justice  
Federal Bureau of Investigation**



**Purchase Order for Supplies or Services**

1. Date of Order <b>06/28/2011</b>	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No. <b>b6</b> <b>b7C</b> <b>b7E</b>	
6. To Contractor (Name, Address and Zip Code): [Redacted]		7. Ship to (Consignee and address, Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>			
8. Issuing Office (Address correspondence to): <b>FEDERAL BUREAU OF INVESTIGATION</b> <b>PROCUREMENT SECTION</b> <b>ROOM 6223, JEF F. B. I. BLDG.</b> <b>WASHINGTON, DC 20535</b>		9. Send Invoice to: (Name, Address and Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>			
10. Business Classification		11. F.O.B. Point <b>DESTINATION</b>		12. Discount Terms <b>NET 30 DAYS</b>	
13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
<p style="margin-top: 100px;">[Redacted]</p>					
<p>14. Type of Order</p> <p><input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.</p> <p><input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.</p>					
			<p>15. Grand Total → <b>XXXXXXXXXXXX</b></p> <p style="text-align: right;"><i>See Instructions on Reverse</i></p>		
Point of Contact - Purchase Order Information:			16. United States of America By (Signature)		
Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]			17. Name (Typed) <b>XXXXXXXXXXXX</b> Title: Contracting Officer		

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**D - SUPPLY TECHNICIAN**  
CREW 2571



**U.S. Department of Justice  
Federal Bureau of Investigation**



**Purchase Order for Supplies or Services**

1. Date of Order <b>06/28/2011</b>	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No. <b>4 b6</b>	
6. To Contractor (Name, Address and Zip Code): [Redacted]		7. Ship to (Consignee and address, Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>			
8. Issuing Office (Address correspondence to): <b>FEDERAL BUREAU OF INVESTIGATION</b> <b>PROCUREMENT SECTION</b> <b>ROOM 6823, JEF F. B. I. BLDG.</b> <b>WASHINGTON, DC 20535</b>		9. Send Invoice to: (Name, Address and Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>			
10. Business Classification		11. F.O.B. Point <b>DESTINATION</b>		12. Discount Terms <b>NET 30 DAYS</b>	
13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
<p style="margin-top: 100px;">[Redacted]</p>					
14. Type of Order <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="flex: 1;"> <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. </div> <div style="flex: 1;"> <input type="checkbox"/> B. Delivery - This delivery order is subject to instructions con- tained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract. </div> </div>					
15. <b>Grand Total</b> → <b>[Redacted] XXXXXXXXXX</b>					
<i>See Instructions on Reverse</i>					
Point of Contact - Purchase Order Information:  Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]			16. United States of America By (Signature)		
			17. Name (Typed) Title: Contracting Officer <b>[Redacted] XXXXXXXXXX</b>		

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**D - SUPPLY TECHNICIAN**  
CREW 2572



**U.S. Department of Justice  
Federal Bureau of Investigation**



**Purchase Order for Supplies or Services**

1. Date of Order <b>06/28/2011</b>	2. On [Redacted]	3. Mod. No. [Redacted]	4. Mod. Date [Redacted]	5. Page No. <b>5</b>	
6. To Contractor (Name, Address and Zip Code): [Redacted]		7. Ship to (Consignee and address, Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135			
8. Issuing Office (Address correspondence to): <b>FEDERAL BUREAU OF INVESTIGATION</b> PROCUREMENT SECTION ROOM 6823, JEF F. B. I. BLDG. WASHINGTON, DC 20535		9. Send Invoice to: (Name, Address and Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135			
10. Business Classification		11. F.O.B. Point <b>DESTINATION</b>		12. Discount Terms <b>NET 30 DAYS</b>	
13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]					
14. Type of Order <p><input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.</p> <p><input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.</p>					
<b>15. Grand Total</b> → <b>XXXXXXXXXXXX</b> <small>[Redacted]</small>				<i>See Instructions on Reverse</i>	
Point of Contact - Purchase Order Information:			16. United States of America By (Signature)		
Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]			17. Name (Typed) <b>XXXXXXXXXXXX</b> Title: Contracting Officer		

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b7C**

**D - SUPPLY TECHNICIAN**  
CREW 2573



**U.S. Department of Justice  
Federal Bureau of Investigation**



**Purchase Order for Supplies or Services**

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.	
06/28/2011				b6 b7C b7E	
6. To Contractor (Name, Address and Zip Code):  [Redacted]		7. Ship to (Consignee and address, Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135			
8. Issuing Office (Address correspondence to): <b>FEDERAL BUREAU OF INVESTIGATION</b> PROCUREMENT SECTION ROOM 6823, JEP F. B. I. BLDG. WASHINGTON, DC 20535		9. Send Invoice to: (Name, Address and Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135			
10. Business Classification		11. F.O.B. Point <b>DESTINATION</b>		12. Discount Terms <b>NET 30 DAYS</b>	
13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
<p>14. Type of Order</p> <p><input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation-number if indicated, and the attached sheets, if any, including delivery as indicated.</p> <p><input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.</p>					<p>15. Grand Total → <b>XXXXXXXXXXXX</b></p> <p><i>See Instructions on Reverse</i></p>
Point of Contact - Purchase Order Information:		16. United States of America By (Signature)			
Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]		17. Name (Typed) Title: Contracting Officer <b>XXXXXXXXXXXX</b>			

**D - SUPPLY TECHNICIAN** CREW 2574

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**U.S. Department of Justice  
Federal Bureau of Investigation**



**Purchase Order for Supplies or Services**

1. Date of Order <b>06/28/2011</b>	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No. <b>7 b6</b>
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6. To Contractor (Name, Address and Zip Code): [Redacted]	7. Ship to (Consignee and address, Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>
--	--

8. Issuing Office (Address correspondence to): <b>FEDERAL BUREAU OF INVESTIGATION</b> <b>PROCUREMENT SECTION</b> <b>ROOM 6823, JEF F. B. I. BLDG.</b> <b>WASHINGTON, DC 20535</b>	9. Send Invoice to: (Name, Address and Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>
---	--

10. Business Classification	11. F.O.B. Point <b>DESTINATION</b>	12. Discount Terms <b>NET 30 DAYS</b>
-----------------------------	--	--

13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

[Redacted]
------------

14. Type of Order	15. Grand Total → <b>XXXXXXXXXXXX</b>
<input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.	<b>Grand Total</b> → <b>XXXXXXXXXXXX</b> <i>See Instructions on Reverse</i>

Point of Contact - Purchase Order Information:	16. United States of America By: (Signature)
Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]	17. Name (Typed) <b>XXXXXXXXXXXX</b> Title: Contracting Officer

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**D - SUPPLY TECHNICIAN**  
CREW-2375



**FBI**

U.S. Department of Justice  
Federal Bureau of Investigation

CREWF-2615

## **D - SUPPLY TECHNICIAN**



**U.S. Department of Justice  
Federal Bureau of Investigation**



**Purchase Order for Supplies or Services**

1. Date of Order  05/01/2006	2. Order No.  [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No.	
6. To Contractor (Name, Address and Zip Code):  [Redacted]		7. Ship to (Consignee and address, Zip Code):  FEDERAL BUREAU OF INVESTIGATION FBI LAB 4411 01st Street N.W. OAKBROOK, IL 60521			
8. Issuing Office (Address correspondence to):  FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION 450 5th Street, N.W., Suite 1100 WASHINGTON, D.C. 20535		9. Send Invoice to: (Name, Address and Zip Code):  FEDERAL BUREAU OF INVESTIGATION FBI LAB 4411 01st Street N.W. OAKBROOK, IL 60521			
10. Business Classification  [Redacted]		11. F.O.B. Point  [Redacted]		12. Discount Terms  [Redacted]	
13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

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14. Type of Order <p><input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.</p> <p><input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.</p>		15. Grand Total → [Redacted]	
		See Instructions on Reverse	
Point of Contact - Purchase Order Information:		16. United States of America By (Signature)	
Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]		17. Name (Typed)  Title: Contracting Officer	

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U.S. Department of Justice  
Federal Bureau of Investigation



Purchase Order for Supplies or Services

1. Date of Order 08/13/2010	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No.
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6. To Contractor (Name, Address and Zip Code):  [Redacted]	7. Ship to: (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135
--	--

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8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 4629, 925 K STREET, N.W., BLDG. 1 WASHINGTON, D.C. 20535	9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135
--	---

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10. Business Classification:	11. F.O.B. Point DESTINATION	12. Discount Terms NET 30 DAYS			
13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

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14. Type of Order: <input type="checkbox"/> A. Purchase - Please furnish the following under the terms and conditions specified on both sides of this order, the above quotation number(s) indicated and the attached sheet(s), if any, including delivery as indicated.	<input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	15. Grand Total: <b>[Redacted] → XXXXXXXXXXXX</b>
---	--	---

See Instructions on Reverse

Point of Contact - Purchase Order Information:	16. United States of America By (Signature)
Point of Contact - Invoice Payment Status: Commercial Payments Unit: [Redacted]	17. Name (Typed) Title: Contracting Officer XXXXXX

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B - BUYER  
CREW 2017



**U.S. Department of Justice  
Federal Bureau of Investigation**



**Purchase Order for Supplies or Services**

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.	
09/11/2010				2	
		<b>7. Ship to:</b> (Consignee and address, Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> <b>ATTN:</b> <span style="border: 1px solid black; padding: 2px;"> </span> <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>			
<b>8. Issuing Office:</b> (Address correspondence to) <b>FEDERAL BUREAU OF INVESTIGATION</b> <b>PROCUREMENT SECTION</b> <b>ROOM 6923, JEFFERSON BLDG.</b> <b>WASHINGTON, D.C. 20535</b>		<b>9. Send Invoice to:</b> (Name, Address and Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> <b>ATTN:</b> <span style="border: 1px solid black; padding: 2px;"> </span> <b>BUILDING 27958A</b> <b>QUANTICO, VA 22135</b>			
<b>10. Business Classification</b>		<b>11. FOIB Point of Destination</b>		<b>12. Discount Terms</b> <span style="border: 1px solid black; padding: 2px;"> </span> <b>NET 30 DAYS</b>	
<b>13. Schedule</b>					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
<p style="text-align: center;">THIS PURCHASE IS NEGOTIATED UNDER THE AUTHORITY OF THE U.S. GOVERNMENT</p> <span style="border: 1px solid black; display: block; width: 200px; height: 40px; margin-top: 10px;"></span>					
<b>14. Type of Order</b> <p><input type="checkbox"/> A: Purchase - Please furnish the following under the terms and conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.</p> <p><input type="checkbox"/> B: Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.</p> <p><b>CONTRACTOR NUMBER:</b> <span style="border: 1px solid black; padding: 2px;"> </span></p>					<b>15. Grand Total</b> <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span> <i>See Instructions on Reverse</i>
<b>Point of Contact - Purchase Order Information:</b> <span style="border: 1px solid black; display: inline-block; width: 200px; height: 40px; vertical-align: middle;"></span>		<b>16. United States By (Sign)</b> <span style="border: 1px solid black; display: inline-block; width: 200px; height: 40px; vertical-align: middle;"></span> <b>17. Title: Contracting Officer</b> <span style="border: 1px solid black; display: inline-block; width: 50px; height: 20px; vertical-align: middle;"></span>			

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# Acquisition Security Unit Checklist

Version 3 – 10/01/2009

Previous editions are obsolete and will not be accepted

## MUST BE COMPLETED BY REQUESTOR

Request Date:	12/15/2010	
Anticipated Procurement Date:		
Requisition #:		
Point of Contact:		
POC Phone #:		

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## Highest Classification Required for Vendor to Provide Services / Products:

(Access to FBI systems? Access to classified information?)

UNCLASSIFIED    SECRET    TOP SECRET    TOP SECRET/SCI

## Comments:

## ASU USE ONLY

Date Received: \_\_\_\_\_

ASU POC:

Date Additional Information Requested: \_\_\_\_\_

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Date Returned: \_\_\_\_\_

- Classified Contract (DD 254 Required)
- Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required)
- Contracting Officer's Security Representative
- E-QIP Special Security Requirements
- DOJ Procurement Guidance for Security Systems and Data; including Personally Identifiable Information (PII) Special Security Requirements
- DOJ Consent for Warrantless Searches of DOJ Workplaces
- Personnel Security Special Security Requirements
- Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements
- Contractor Financial Disclosure Requirements
- Contractor Suitability Requirements
- National Interest Determination

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## ASU SPECIAL NOTES

- Required if not already accomplished as part of the original contract award
- Required if connected to a FISMA or Critical Asset System (i.e. \_\_\_\_\_)
- Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System
- Intergovernmental procurement / reimbursement
- No actions related to security were identified in the documentation provided

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ASU

Date

## ACKNOWLEDGEMENT

### Procurement Official/COTR/Technical Representative:

- I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation.
- This  is /  is not a mission essential contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-26-2013 BY NSICG F54M93K42

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## ACQUISITION SECURITY REQUEST

Request Date:	12/14/2010	Anticipated Procurement Date:	ASAP
<b>VENDOR INFORMATION</b>			
<input type="checkbox"/> Reseller With Access to FBI Facilities		<input type="checkbox"/> Reseller With <u>No</u> Access to FBI Facilities	
Vendor Name:			
Vendor Address:			
<input type="checkbox"/> Manufacturer		<input type="checkbox"/> Hardware	<input type="checkbox"/> Software
Vendor Name:			
Vendor Address:			
<input type="checkbox"/> Contractor Providing Classified Services		<input type="checkbox"/> DD Form 254 Required	
Vendor Name:			
Vendor Address:			
<b>PRODUCT/SERVICE INFORMATION</b>			
<input type="checkbox"/> FISMA System <input checked="" type="checkbox"/> Critical Asset System <input type="checkbox"/> Telecommunications <input type="checkbox"/> Audiovisual			
1. Products being procured (list the specific hardware / software / services in detail)			
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	Operational Technology Division, Traditional Technology Section, Video Surveillance Unit, UAV		
3. Network on which product/service is to be used (i.e. [redacted] etc.)	N/A		
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	UNCLASSIFIED		
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	FBI PERSONNEL		
6. Will the vendor require access to classified information/systems?	NO		
<b>PROCUREMENT INFORMATION</b>			
Contracting Officer Name/ Phone:			
FBI COTR Name/Phone:			
Program Manager/Technical POC:			
Requisition Number:			
Purchase Order Number:			
Contract Number:			
<b>DOCUMENTATION ATTACHED</b>			
<input type="checkbox"/> Answers to the Acquisition Risk Questions (the replacement for the SF-328)			
<input type="checkbox"/> Key Management Personnel Listing (KMPL)			
<input checked="" type="checkbox"/> FD-369 Requisition for Supplies and/or Equipment			
<input type="checkbox"/> Statement of Work (SOW) – Required if a classified contract			
<b>PRIORITY</b>			
All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.			
Comments:			

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ROUTINE

ROUTINE

SRU ROUTING SLIP

TRU

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<input type="checkbox"/> FY09	<input type="checkbox"/> FY08-9	<input type="checkbox"/> CNST	<input type="checkbox"/> NY	<input checked="" type="checkbox"/> FY10
-------------------------------	---------------------------------	-------------------------------	-----------------------------	--

*Funds Approval*


- TRIAD
- PURCHASE CARD
- REIMBURSABLE

4/30/09

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b7C*Final Review*


*Commit/Copy/File*


4/9/09

*Send to:*

- 
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IT Acquisitions b6  
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ATTENTION: Strategic and Planning Unit (FBIHQ-Rm. 6863)  
PLEASE SEND TO INDIVIDUAL MARKED BELOW WHEN FINISHED

- 

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Routine

Priority

Emergency

Expedited

## OPERATIONAL TECHNOLOGY DIVISION (OTD)

Engineering Research Facility, Quantico, VA

Entered in PAMS by NO

# REQUISITION (FD-369) COVER SHEET

REQUIRED

**REQUIRED DOCUMENTATION**

- CAR Certification Forms
- Statement of Need (Required for Requisitions \$100,000 and Under)
- EC (Required for Requisitions Over \$100,000)
- Acquisition Plan FD-911 (Required for Requisitions Over \$5,000,000)
- Market Research or Sole Source Justification

Additional Requirements for IT Acquisitions Only

- COTS Approval (For IT Non-Baseline Acquisitions)
- CIO Signed IT Acquisition Form (For Acquisitions Above \$25,000)

REQUIRED

**UNIT CHIEF APPROVAL**

UC

initial

**TMSU - Contract Review (CAO) / Project Review (PMO)**

If the answer to either question is YES, requisition must be sent to TMSU:

Is this request funding a Project?

Yes  No 

Is this request funding a Service Contract?

Yes  No b6  
b7C**OVER \$100,000 - OTD SECTION CHIEF APPROVAL**

initial

**OVER \$250,000 - DEPUTY ASSISTANT DIRECTOR APPROVAL**

Patrick B. Cook

initial

**OVER \$1,000,000 - ASSISTANT DIRECTOR APPROVAL**

Marcus C. Thomas

initial

**REQUISITION WITH ECs ATTACHED:**

for uploading

initial

OR - alternate

initial

REQUIRED

**STRATEGIC RESOURCES UNIT (SRU) - FUNDING APPROVAL AND ROUTE TO CONTRACTING**

DTP: All Accounts

initial

TFS&amp;S: Services, Training

initial

TFS&amp;S: Equipment, Supplies

initial

Cyber Funding TRIAD

initial

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<b>COMPLETED BY REQUESTOR</b>		
<b>Request Date:</b>	7/16/09	
<b>Anticipated Procurement Date:</b>	10/1/09	
<b>Requisition #:</b>		
<b>Point Of Contact:</b>		
<b>POC Phone #:</b>		
<b>Comments:</b>		

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<b>HIGHEST CLASSIFICATION REQUIRED FOR VENDOR TO PROVIDE SERVICES/PRODUCTS</b>		
(Access to FBI systems? Access to classified information?)		

UNCLASSIFIED     SECRET     TOP SECRET     TOP SECRET/SCI

<b>ASU USE ONLY</b>		
Date Received: _____	ASU POC:	
Date Additional Information Requested: _____		
Date Returned: _____		

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- Classified Contract (DD 254 Required)
- Contracting Officer's Security Representative
- E-QIP Special Security Requirements
- DOJ Procurement Guidance for Security Systems and Data; including Personally Identifiable Information (PII) Special Security Requirements
- DOJ Consent for Warrantless Searches of DOJ Workplaces
- Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required)
- Personnel Security Special Security Requirements
- Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements

<b>ASU SPECIAL NOTES</b>		
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- Required if not already accomplished as part of the original contract award
- Required if connected to a FISMA or Critical Asset System (i.e. \_\_\_\_\_)
- Intergovernmental procurement
- No actions related to security were identified in the documentation provided

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<b>PRIORITY</b>		
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All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the requestor.

<b>ACKNOWLEDGEMENT</b>		
------------------------	--	--

ASU

Date

Request Date: 7/16/09	Anticipated Procurement Date: 10/1/09
-----------------------	---------------------------------------

VENDOR INFORMATION	
--------------------	--

<input type="checkbox"/> Reseller With Access to FBI Facilities <input type="checkbox"/> Reseller With <u>No</u> Access to FBI Facilities	
---	--

Vendor Name:	
--------------	--

Vendor Address:	
-----------------	--

<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Hardware	<input type="checkbox"/> Software	<input type="checkbox"/> Maintenance
---------------------------------------	-----------------------------------	-----------------------------------	--------------------------------------

Vendor Name:	
--------------	--

Vendor Address:	
-----------------	--

<input type="checkbox"/> Contractor Providing Classified Services	<input type="checkbox"/> DD Form 254 Required
---	---

Vendor Name:	
--------------	--

Vendor Address:	
-----------------	--

PRODUCT/SERVICES INFORMATION	
------------------------------	--

<input type="checkbox"/> FISMA System	<input type="checkbox"/> Critical Asset System	<input type="checkbox"/> Telecommunications	<input type="checkbox"/> Audiovisual
---------------------------------------	--	---	--------------------------------------

1. Products being procured (list the specific hardware / software / services in detail)	
---	--

2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	OTD/TPS/TRU
---	-------------

3. Network on which product/service is to be used (i.e. [redacted] etc.)	Na
--	----

4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	Na
---	----

5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	Na
---	----

6. Will the vendor require access to classified information/systems?	No
--	----

PROCUREMENT INFORMATION	
-------------------------	--

Contracting Officer Name/ Phone:	
----------------------------------	--

FBI COTR Name/Phone:	
----------------------	--

Program Manager/Technical POC:	
--------------------------------	--

Requisition Number:	
---------------------	--

Purchase Order Number:	
------------------------	--

Contract Number:	
------------------	--

DOCUMENTATION ATTACHED	
------------------------	--

<input type="checkbox"/> Answers to the Acquisition Risk Questions (the replacement for the SF-328)
---

<input type="checkbox"/> Key Management Personnel Listing (KMPL)
--

<input type="checkbox"/> FD-369 Requisition for Supplies and/or Equipment
---

<input type="checkbox"/> Statement of Work (SOW) – Required if a classified contract
--

PRIORITY	
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All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.
--

Comments:
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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-26-2013 BY NSICG F54M93K42

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**U.S. Department of Justice  
Federal Bureau of Investigation**

# Purchase Order for Supplies or Services

1. Date of Order 08/01/2011	2. Order No. <input type="text"/>	3. Mod. No.	4. Mod. Date	5. Page No. 1					
6. To Contractor (Name, Address and Zip Code): <input type="text"/>		7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <input type="text"/> BUILDING 27958A QUANTICO, VA 22135							
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F. B. I. BLDG. WASHINGTON, DC 20535		9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: <input type="text"/> BUILDING 27958A QUANTICO, VA 22135							
10. Business Classification		11. F.O.B. Point DESTINATION		12. Discount Terms NET 30 DAYS					
13. Schedule									
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)				
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated. <b>CONTRACTOR NUMBER</b> <input type="text"/>						<input type="checkbox"/> B. Delivery - This delivery order is subject to instructions con- tained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		15. <b>Grand Total</b> <input type="text"/>	
						<i>See Instructions on Reverse</i>			
Point of Contact - Purchase Order Information: <input type="text"/>			16. United States of America <input type="text"/>			17. Name (Type): <input type="text"/>			
Title: Contracting Officer <input type="text"/>									

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b7c

b7F

b6

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B/E

See Instructions on Reverse

**14. Type of Order**

**A. Purchase** - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

**B. Delivery** - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

**CONTRACTOR NUMBER**

**Point of Contact - Purchase Order Information:**

**16. United States of America**

Journal of Health Politics, Policy and Law, Vol. 32, No. 4, December 2007  
DOI 10.1215/03616878-32-4 © 2007 by The University of Chicago

*Title: Contracting Officer*

# **D - SUPPLY TECHNICIAN**

## ACQUISITION SECURITY REQUEST

Request Date:	05/10/2011	Anticipated Procurement Date:	06/10/2011
<b>VENDOR INFORMATION</b>			
<input type="checkbox"/> Reseller With Access to FBI Facilities		<input type="checkbox"/> Reseller With <u>No</u> Access to FBI Facilities	
Vendor Name:			
Vendor Address:			
<input checked="" type="checkbox"/> Manufacturer		<input checked="" type="checkbox"/> Hardware	<input type="checkbox"/> Software
Vendor Name:			
Vendor Address:			
<input type="checkbox"/> Contractor Providing Classified Services		<input type="checkbox"/> DD Form 254 Required	
Vendor Name:			
Vendor Address:			
<b>PRODUCT/SERVICES INFORMATION</b>			
<input type="checkbox"/> FISMA System <input checked="" type="checkbox"/> Critical Asset System <input type="checkbox"/> Telecommunications <input type="checkbox"/> Audiovisual			
1. Products being procured (list the specific hardware / software / services in detail)	Unmanned Aerial Vehicle parts and supplies		
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	Operational Technology Division, Traditional Technology Section Video Surveillance Unit, Unmanned Aerial Vehicle		
3. Network on which product/service is to be used (i.e. [redacted] etc.)	N/A		
4. Highest Classification / Security Requirements.(i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	UNCLASSIFIED		
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	FBI PERSONNEL		
6. Will the vendor require access to classified information/systems?	NO		
<b>PROCUREMENT INFORMATION</b>			
Contracting Officer Name/ Phone:			
FBI COTR Name/Phone:			
Program Manager/Technical POC:			
Requisition Number:			
Purchase Order Number:			
Contract Number:			
<b>DOCUMENTATION ATTACHED</b>			
<input type="checkbox"/> Answers to the Acquisition Risk Questions (the replacement for the SF-328)			
<input type="checkbox"/> Key Management Personnel Listing (KMPL)			
<input checked="" type="checkbox"/> FD-369 Requisition for Supplies and/or Equipment			
<input type="checkbox"/> Statement of Work (SOW) – Required if a classified contract			
<b>PRIORITY</b>			
All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.			
Comments:			

# Acquisition Security Unit Checklist

Version 3 – 10/01/2009

Previous editions are obsolete and will not be accepted

**MUST BE COMPLETED BY REQUESTOR**

Request Date:	05/10/2011
Anticipated Procurement Date:	
Requisition #:	
Point of Contact:	
POC Phone #:	

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## Highest Classification Required for Vendor to Provide Services / Products:

(Access to FBI systems? Access to classified information?)

UNCLASSIFIED     SECRET     TOP SECRET     TOP SECRET/SCI

## Comments:

**ASU USE ONLY**

Date Received: _____	ASU POC: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Date Additional Information Requested: _____	
Date Returned: _____	

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- Classified Contract (DD 254 Required)
- Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required)
- Contracting Officer's Security Representative
- E-QIP Special Security Requirements
- DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements
- DOJ Consent for Warrantless Searches of DOJ Workplaces
- Personnel Security Special Security Requirements
- Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements
- Contractor Financial Disclosure Requirements
- Contractor Suitability Requirements
- National Interest Determination

**ASU SPECIAL NOTES**

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- Required if not already accomplished as part of the original contract award
- Required if connected to a FISMA or Critical Asset System (i.e. \_\_\_\_\_)
- Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System
- Intergovernmental procurement / reimbursement
- No actions related to security were identified in the documentation provided

\_\_\_\_\_ ASU \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

**ACKNOWLEDGEMENT**

## Procurement Official/COTR/Technical Representative:

- I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation.
- This  is /  is not a mission essential contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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**U.S. Department of Justice  
Federal Bureau of Investigation**



**Purchase Order for Supplies or Services**

1. Date of Order <b>07/07/2011</b>	2. Order No. _____	3. Mod. No. _____	4. Mod. Date _____	5. Page No. <b>3</b>	
6. To Contractor (Name, Address and Zip Code): _____		7. Ship to (Consignee and address, Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION ATTN: _____ BUILDING 279RWA QUANTICO, VA 22135</b>			
8. Issuing Office (Address correspondence to): <b>FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6825, JEH F. R. T. BLDG. WASHINGTON, DC 20535</b>		9. Send Invoice to: (Name, Address and Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION ATTN: _____ BUILDING 279RWA QUANTICO, VA 22135</b>			
10. Business Classification		11. F.O.B. Point <b>DESTINATION</b>		12. Discount Terms <b>NET 30 DAYS</b>	
13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
<p>14. Type of Order</p> <p><input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.</p> <p><input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.</p>					
<b>15. Grand Total</b> → <b>XXXXXX</b>				<i>See Instructions on Reverse</i>	
Point of Contact - Purchase Order Information:  Point of Contact - Invoice Payment Status: Commercial Payments Unit - _____			16. United States of America By (Signature)		
			17. Name (Typed) Title: Contracting Officer XXXXXXX(X)		

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**U.S. Department of Justice**  
Federal Bureau of Investigation



**Purchase Order for Supplies or Services**

1. Date of Order <b>07/07/2011</b>	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No. <b>2</b>	
6. To Contractor (Name, Address and Zip Code): [Redacted]		7. Ship to (Consignee and address, Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] <b>BUILDING 27950A</b> <b>QUANTICO, VA 22135</b>			
8. Issuing Office (Address correspondence to): <b>FEDERAL BUREAU OF INVESTIGATION</b> <b>PROCUREMENT SECTION</b> <b>ROOM 6823, JEH F.B.I. BLDG.</b> <b>WASHINGTON, DC 20535</b>		9. Send Invoice to: (Name, Address and Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] <b>BUILDING 27950A</b> <b>QUANTICO, VA 22135</b>			
10. Business Classification		11. F.O.B. Point <b>DESTINATION</b>		12. Discount Terms <b>NET 30 DAYS</b>	
13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
14. Type of Order <input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery, as indicated.					
<input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.					
Point of Contact - Purchase Order Information:		16. United States of America By (Signature)		15. Grand Total → [Redacted]	
				See Instructions on Reverse	
Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]		17. Name (Typed) Title: Contracting Officer		XXXXXXXXXXXX	

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**U.S. Department of Justice**  
Federal Bureau of Investigation



**Purchase Order for Supplies or Services**

1. Date of Order <b>07/07/2011</b>	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No. <b>3 b6 b7C b7E</b>	
6. To Contractor (Name, Address and Zip Code): [Redacted]		7. Ship to (Consignee and address, Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] BUILDING 27959A QUANTICO, VA 22135			
8. Issuing Office (Address correspondence to): <b>FEDERAL BUREAU OF INVESTIGATION</b> PROCUREMENT SECTION ROOM 6623, JEH P.B.I. BLDG., WASHINGTON, DC 20535		9. Send Invoice to: (Name, Address and Zip Code): <b>FEDERAL BUREAU OF INVESTIGATION</b> ATTN: [Redacted] BUILDING 27959A QUANTICO, VA 22135			
10. Business Classification		11. F.O.B. Point <b>DESTINATION</b>		12. Discount Terms <b>NET 30 DAYS</b>	
13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
<p>ALL PAYMENTS BY THE GOVERNMENT UNDER THIS ORDER SHALL BE MADE BY ELECTRONIC FUNDS TRANSFER (EFT). THE VENDOR SHALL PROVIDE THIS INFORMATION ON EACH INVOICE OR SUBMIT SF 2901 FORM TO: FBI, COMMERCIAL PAYMENTS UNIT, RM. 1987, J. EDGAR HOOVER BLDG, 935 PENNSYLVANIA AVENUE, NW, WASHINGTON, DC 20535. IF THIS INFORMATION IS NOT AVAILABLE TO THE GOVERNMENT, THE INVOICE WILL BE CONSIDERED AN IMPROPER INVOICE AND SHALL BE RETURNED. A PROPER INVOICE SUBMITTED FOR PAYMENT TO THE FBI MUST CONTAIN THE FOLLOWING: THE NAME OF THE VENDOR; AN INVOICE NUMBER; THE CONTRACT OR PURCHASE ORDER NUMBER; THE INVOICE DATE; DESCRIPTION (I.E. NAME OF ITEM LINE NUMBER); PRICE AND QUANTITY OF GOODS OR SERVICES RENDERED; SHIPPING AND/OR PAYMENT TERMS; TAXPAYER IDN;</p>					
14. Type of Order		<input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.			<input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
					15. Grand Total → <b>[Redacted] XXXXXXXXXX</b>
					<i>See Instructions on Reverse</i>
Point of Contact - Purchase Order Information:		16. United States of America By (Signature)			
Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]		17. Name (Typed) <b>XXXXXXXXXXXX</b> Title: Contracting Officer			

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**E - PROPERTY**  
CREW 2638



**U.S. Department of Justice  
Federal Bureau of Investigation**



**Purchase Order for Supplies or Services**

1. Date of Order <b>07/07/2011</b>	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No. <b>4</b>
---------------------------------------	----------------------------	-------------	--------------	-------------------------

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6. To Contractor (Name, Address and Zip Code):  
[Redacted]

7. Ship to (Consignee and address, Zip Code):

**FEDERAL BUREAU OF INVESTIGATION**  
ATTN: [Redacted]  
BUILDING 279BGA  
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):

**FEDERAL BUREAU OF INVESTIGATION  
PROCUREMENT SECTION  
ROOM 6823, JEH F.B.I. BLDG.  
WASHINGTON, DC 20535**

9. Send Invoice to: (Name, Address and Zip Code):

**FEDERAL BUREAU OF INVESTIGATION**  
ATTN: [Redacted]  
BUILDING 279BGA  
QUANTICO, VA 22135

10. Business Classification

11. F.O.B. Point

**DESTINATION**

12. Discount Terms

**NET 30 DAYS**

## 13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
	BANKING / ROUTING NUMBER TO ALLOW EFT PAYMENTS, CONTACT NAME, TITLE AND TELEPHONE NUMBER AND ANY OTHER SUBSTANTIATING DOCUMENTATION AS REQUIRED BY THE CONTRACT.				
	[Redacted]				

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## 14. Type of Order

A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

**CONTRACTOR NUMBER** [Redacted]

B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

## 15.

**Grand Total** → [Redacted]*See Instructions on Reverse*

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Point of Contact - Purchase Order Information:

16. United States  
By (Sign) [Redacted]

17. Name (T) [Redacted]

Title: Contracting Officer

**E - PROPERTY**

CREW 2039

## ACQUISITION SECURITY REQUEST

Request Date: 04/15/2010

Anticipated Procurement Date:

### VENDOR INFORMATION

Reseller With Access to FBI Facilities     Reseller With No Access to FBI Facilities

Vendor Name:

Vendor Address:

Manufacturer

Hardware

Software

Maintenance

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Vendor Name:

Vendor Address:

Contractor Providing Classified Services

DD Form 254 Required

Vendor Name:

Vendor Address:

### PRODUCT/SERVICES INFORMATION

FISMA System     Critical Asset System     Telecommunications     Audiovisual

1. Products being procured (list the specific hardware / software / services in detail)

2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?

3. Network on which product/service is to be used (i.e. etc.)

4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)

5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?

6. Will the vendor require access to classified information/systems?

Operational Technology Division, Traditional Technology Section, Video Surveillance Unit, Airborne Surveillance

N/A

SECRET

FBI PERSONNEL

NO

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### PROCUREMENT INFORMATION

Contracting Officer Name/ Phone:

FBI COTR Name/Phone:

Program Manager/Technical POC:

Requisition Number:

Purchase Order Number:

Contract Number:

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### DOCUMENTATION ATTACHED

Answers to the Acquisition Risk Questions (the replacement for the SF-328)

Key Management Personnel Listing (KMPL)

FD-369 Requisition for Supplies and/or Equipment

Statement of Work (SOW) – Required if a classified contract

### PRIORITY

All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.

Comments:

# Acquisition Security Unit Checklist

Version 3 – 10/01/2009

Previous editions are obsolete and will not be accepted

## **MUST BE COMPLETED BY REQUESTOR**

Request Date:	04/15/2010
Anticipated Procurement Date:	
Requisition #:	
Point of Contact:	
POC Phone #:	

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### **Highest Classification Required for Vendor to Provide Services / Products:**

(Access to FBI systems? Access to classified information?)

UNCLASSIFIED     SECRET     TOP SECRET     TOP SECRET/SCI

### **Comments:**

## **ASU USE ONLY**

Date Received: _____	ASU POC: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Date Additional Information Requested: _____	
Date Returned: _____	

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b7C

- Classified Contract (DD 254 Required)
- Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required)
- Contracting Officer's Security Representative
- E-QIP Special Security Requirements
- DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements
- DOJ Consent for Warrantless Searches of DOJ Workplaces
- Personnel Security Special Security Requirements
- Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements
- Contractor Financial Disclosure Requirements
- Contractor Suitability Requirements
- National Interest Determination

## **ASU SPECIAL NOTES**

- Required if not already accomplished as part of the original contract award
- Required if connected to a FISMA or Critical Asset System (i.e. \_\_\_\_\_)
- Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System
- Intergovernmental procurement / reimbursement
- No actions related to security were identified in the documentation provided

b7E

ASU

Date

## **ACKNOWLEDGEMENT**

### **Procurement Official/COTR/Technical Representative:**

- I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation.
- This  is /  is not a mission essential contract.

Signature: \_\_\_\_\_

Date: APR-16-2010

Printed Name: \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-26-2013 BY NSICG F54M93K42

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Please attach the completed checklist to your package at submission to Finance.

CREW-2650

~~SECRET~~

(U)

CLASSIFIED BY NSICCC F54M93K42

REASON: 1.4 (c)

DECLASSIFY ON: 11-26-2038

DATE: 11-26-2013

429

(Rev.05-01-2008)

UNCLASSIFIED

**FEDERAL BUREAU OF INVESTIGATION**

Precedence: IMMEDIATE

Date: 04/15/2010

To: Finance

Attn: [redacted]

From: Operational Technology

Traditional Technology Section/Video Surveillance Unit

Contact: [redacted]

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b7C

Approved By: [redacted]

Drafted By: [redacted]

Case ID #: 319B-14-HQ-A1487504-429

Title: REQUISITION MATTERS

Synopsis: The Video Surveillance Unit (VSU) requests the Finance Division, Quantico Contracts Unit (QCU) initiate a sole source procurement to [redacted] in the amount of [redacted]

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Enclosure(s): FD-369 Requisition # [redacted]  
Security Acquisition Request  
Security Acquisition Checklist  
Sole Source Justification

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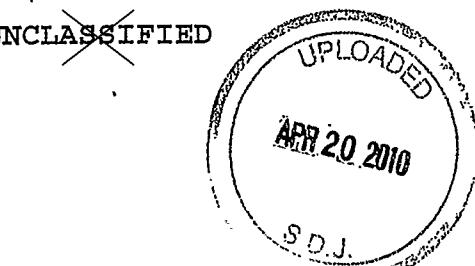
Details: The VSU requests the QCU initiate an equipment and services procurement with [redacted] in the amount of [redacted]

[redacted]

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vsu\_105.1

UNCLASSIFIED



~~SECRET~~ - (U)~~UNCLASSIFIED~~

To: Finance From: Operational Technology  
Re: 319B-14-HQ-A1487504, 04/15/2010

LEAD(s):

Set Lead 1: (Info)

FINANCE

AT WASHINGTON, DC

Initiate sole source procurement action as requested in Requisition #  Contracting Officers are responsible for ensuring that CARC assessments are completed on all procurements of services involving access to classified information/space, and procurements for critical assets.

CC: 1 -   
1 -   
1 -

♦♦

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~~UNCLASSIFIED~~~~SECRET~~ - (U)



**U.S. Department of Justice**  
**Federal Bureau of Investigation**



**Purchase Order for Supplies or Services**

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.	
03/17/2010				2 b6 b7C b7E	
6. To Contractor (Name, Address and Zip Code):  [Redacted]		7. Ship to (Consignee and address, Zip Code):  FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135			
8. Issuing Office (Address correspondence to):  FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, D.C. 20535		9. Send Invoice to: (Name, Address and Zip Code):  FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135			
10. Business Classification		11. F.O.B. Point DESTINATION		12. Discount Terms NET 30 DAYS	
13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
	A PROPER INVOICE SUBMITTED FOR PAYMENT TO THE FBI MUST CONTAIN THE FOLLOWING: THE NAME OF THE VENDOR; AN INVOICE NUMBER; THE CONTRACT OR PURCHASE ORDER NUMBER; THE INVOICE DATE; DESCRIPTION (TYPE, NAME OR ITEM LINE NUMBER), PRICE AND QUANTITY OF GOODS OR SERVICES RENDERED; SHIPPING AND/OR PAYMENT TERMS; TAXPAYER ID#; BANKING / ROUTING NUMBER TO ALLOW EFT PAYMENT; CONTACT NAME, TITLE AND TELEPHONE NUMBER AND ANY OTHER SUBSTANTIATING DOCUMENTATION AS REQUIRED BY THE CONTRACT.  THIS PURCHASE IS NEGOTIATED UNDER THE AUTHORITY OF: TITLE 41, USC 253(C)(1)  [Redacted]				
14. Type of Order					
<input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.			<input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
CONTRACTOR NUMBER [Redacted]			15. Grand Total → [Redacted] Instructions on Reverse [Redacted]		
Point of Contact - Purchase Order Information:  [Redacted]			16. United States of America By (Signature)		
			17. Name [Redacted] Title: Contracting Officer [Redacted]		



**U.S. Department of Justice  
Federal Bureau of Investigation**



**Purchase Order for Supplies or Services**

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date:	5. Page No.	
03/17/2010					
6. To Contractor (Name, Address and Zip Code):  [Redacted]		7. Ship to (Consignee and address, Zip Code):  FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135			
8. Issuing Office (Address correspondence to):  FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, D.C. 20535		9. Send Invoice to: (Name, Address and Zip Code):  FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135			
10. Business Classification		11. F.O.B. Point DESTINATION	12. Discount Terms NET 30 DAYS		
13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
14. Type of Order				15. Grand Total → [Redacted] XXXXXXXXXX	
<input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.		<input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		See Instructions on Reverse	
Point of Contact - Purchase Order Information:		16. United States of America By (Signature)			
Point of Contact - Invoice Payment Status: Commercial Payments Unit [Redacted]		17. Name (Typed) Title: Contracting Officer		XXXXXX XXXXXX	

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**U.S. Department of Justice  
Federal Bureau of Investigation**



**Purchase Order for Supplies or Services**

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.	
03/17/2010				2 b6 b7C b7E	
6. To Contractor (Name, Address and Zip Code):  [Redacted]		7. Ship to (Consignee and address, Zip Code):  FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 2793BA QUANTICO, VA 22135			
8. Issuing Office (Address correspondence to):  FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6823, JEH F.B.I. BLDG. WASHINGTON, D.C. 20535		9. Send Invoice to (Name, Address and Zip Code):  FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 2793BA QUANTICO, VA 22135			
10. Business Classification	11. F.O.B. Point DESTINATION	12. Discount Terms NET 30 DAYS			
13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
	A PROPER INVOICE SUBMITTED FOR PAYMENT TO THE FBI MUST CONTAIN THE FOLLOWING: THE NAME OF THE VENDOR; AN INVOICE NUMBER; THE CONTRACT OR PURCHASE ORDER NUMBER; THE INVOICE DATE; A DESCRIPTION OF THE ITEM OR SERVICE; AMOUNT TERMS; TAXPAYER ID#; ALLOWABLE PAYMENT; CONTACT INFORMATION AND ANY OTHER AS REQUIRED BY THE [Redacted] UNLESS THE AUTHORITY OF THE [Redacted] THE [Redacted] TITLE 31, USC 253(c)(1)  [Redacted]				

14. Type of Order		15. Grand Total → [Redacted]
<input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.		<input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above numbered contract.
CONTRACTOR NUMBER: [Redacted]		16. United States of America By (Signature) [Redacted]
Point of Contact - Purchase Order Information:  [Redacted]		17. Name (T) [Redacted] Title: Cont [Redacted]

Instructions on Reverse

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B - BUYER CREW-2658



**U.S. Department of Justice  
Federal Bureau of Investigation**



**Purchase Order for Supplies or Services**

1. Date of Order 03/17/2010	2. Order No. [Redacted]	3. Mod. No.	4. Mod. Date	5. Page No.	
6. To Contractor (Name, Address and Zip Code):  [Redacted]		7. Ship to (Consignee and address, Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135			
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6825, JEH F.B.I. BLDG. WASHINGTON, D.C. 20535		9. Send Invoice to: (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [Redacted] BUILDING 27958A QUANTICO, VA 22135			
10. Business Classification		11. F.O.B. Point DESTINATION		12. Discount Terms NET 30 DAYS	
13. Schedule					
Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
14. Type of Order <p><input type="checkbox"/> A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.</p> <p><input type="checkbox"/> B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.</p>					
15. Grand Total → <span style="border: 1px solid black; padding: 2px;">XXXXXXXXXXXX</span> <i>See Instructions on Reverse</i>					
Point of Contact - Purchase Order Information:  Point of Contact - Invoice Payment Status: Commercial Payments Unit - [Redacted]		16. United States of America By (Signature)			
		17. Name (Typed) Title: Contracting Officer			

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b7E

b6

b7C

UNIT

ROUTINE

PRIORITY

EXPEDITE

REQ.  
#

SRU ROUTING SLIP

TRU

<input type="checkbox"/> FY09	<input type="checkbox"/> FY08-9	<input type="checkbox"/> CNST	<input type="checkbox"/> NY	<input checked="" type="checkbox"/> FY10
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*Funds Approval*

[Redacted]

1/30/09

TRIAD  
 PURCHASE CARD  
 REIMBURSABLE

[Redacted]

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b7E

*Final Review*

[Redacted]

[Redacted]

0/9/09

*Commit/Copy/File*

[Redacted]

0/9/09

*Send to:*

[Redacted]

[Redacted]

[Redacted]

IT Acquisitions

Acquisition Strategy and Planning Unit (EBHQ, Rm. 686S)

~~DO NOT SEND TO INDIVIDUAL MARKED BELOW WHEN FINISHED~~

[Redacted]

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[Redacted]

Routine  
 Priority  
 Expedite

## OPERATIONAL TECHNOLOGY DIVISION (OTD)

Engineering Research Facility, Quantico, VA

Entered in PAMS by NO

# REQUISITION (FD-369) COVER SHEET

REQUIRED 1. **REQUIRED DOCUMENTATION**

- CAR Certification Forms
- Statement of Need (Required for Requisitions \$100,000 and Under)
- EC (Required for Requisitions Over \$100,000)
- Acquisition Plan FD-911 (Required for Requisitions Over \$5,000,000)
- Market Research or Sole Source Justification

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11-26-2013 BY NSICG F54M93K42

Additional Requirements for IT Acquisitions Only

- COTS Approval (For IT Non-Baseline Acquisitions)
- CIO Signed IT Acquisition Form (For Acquisitions Above \$25,000)

REQUIRED

2. **UNIT CHIEF APPROVAL**UC  \_\_\_\_\_ \_\_\_\_\_

initial

3. **TMSU - Contract Review (CAO) / Project Review (PMO)**

If the answer to either question is YES, requisition must be sent to TMSU:

Is this request funding a Project?

Yes No 

Is this request funding a Service Contract?

Yes No b6  
b7C4. **OVER \$100,000 - OTD SECTION CHIEF APPROVAL**

\_\_\_\_\_

initial

5. **OVER \$250,000 - DEPUTY ASSISTANT DIRECTOR APPROVAL**

Patrick B. Cook

\_\_\_\_\_

initial

6. **OVER \$1,000,000 - ASSISTANT DIRECTOR APPROVAL**

Marcus C. Thomas

\_\_\_\_\_

initial

7. **REQUISITION WITH ECs ATTACHED:** for uploading

\_\_\_\_\_

initial

OR - alternate  \_\_\_\_\_

\_\_\_\_\_

initial

REQUIRED

8. **STRATEGIC RESOURCES UNIT (SRU) - FUNDING APPROVAL AND ROUTE TO CONTRACTING**

DTP: All Accounts

 \_\_\_\_\_

\_\_\_\_\_

initial

TFS&amp;S: Services, Training

 \_\_\_\_\_ \_\_\_\_\_

initial

TFS&amp;S: Equipment, Supplies

 \_\_\_\_\_

\_\_\_\_\_

initial

Cyber Funding, TRIAD

 \_\_\_\_\_

\_\_\_\_\_

initial

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CREW-2678

# Acquisition Security Unit Checklist

Version 2 – 08/28/08

Previous versions are obsolete.

**COMPLETED BY REQUESTOR**

<b>Request Date:</b>	7/16/09
<b>Anticipated Procurement Date:</b>	10/1/09
<b>Requisition #:</b>	
<b>Point Of Contact:</b>	
<b>POC Phone #:</b>	

**Comments:**

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-26-2013 BY NSICG F54M93K42

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<b>HIGHEST CLASSIFICATION REQUIRED FOR VENDOR TO PROVIDE SERVICES/PRODUCTS</b>	
(Access to FBI Systems? / Access to classified information?)	

UNCLASSIFIED     SECRET     TOP SECRET     TOP SECRET/SCI

**ASU USE ONLY**

Date Received: _____	ASU POC: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Date Additional Information Requested: _____	
Date Returned: _____	

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- Classified Contract (DD 254 Required)
- Contracting Officer's Security Representative
- E-QIP Special Security Requirements
- DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements
- DOJ Consent for Warrantless Searches of DOJ Workplaces
- Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required)
- Personnel Security Special Security Requirements
- Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements

**ASU SPECIAL NOTES**

- Required if not already accomplished as part of the original contract award
- Required if connected to a FISMA or Critical Asset System (i.e. \_\_\_\_\_)
- Intergovernmental procurement
- No actions related to security were identified in the documentation provided

b7E

**PRIORITY**

All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the requestor.

**ACKNOWLEDGEMENT**

\_\_\_\_\_  
ASU

\_\_\_\_\_  
Date

## ACQUISITION SECURITY REQUEST

Request Date: 7/16/09 Anticipated Procurement Date: 10/1/09

### VENDOR INFORMATION

Reseller With Access to FBI Facilities  Reseller With No Access to FBI Facilities

Vendor Name:

Vendor Address:

Manufacturer  Hardware  Software  Maintenance

Vendor Name:

Vendor Address:

Contractor Providing Classified Services  DD Form 254 Required

Vendor Name:

Vendor Address:

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### PRODUCT/SERVICES INFORMATION

FISMA System  Critical Asset System  Telecommunications  Audiovisual

1. Products being procured (list the specific hardware / software / services in detail)

[redacted]

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2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?

OTD/TPS/TRU

3. Network on which product/service is to be used (i.e.

[redacted] etc.)

Na

4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret-SCI, Secret, SBU, LES, etc.)

Na

5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?

Na

6. Will the vendor require access to classified information/systems?

No

### PROCUREMENT INFORMATION

Contracting Officer Name/ Phone:

FBI COTR Name/Phone:

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Program Manager/Technical POC:

Requisition Number:

Purchase Order Number:

Contract Number:

[redacted]

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ROUTINE

PRIORITY

EXPEDITED

SRU ROUTING SLIP

TRU

<input type="checkbox"/> FY09	<input type="checkbox"/> FY08-9	<input type="checkbox"/> CNST	<input type="checkbox"/> NY	<input checked="" type="checkbox"/> FY10
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*Funds Approval*

- TRIAD
- PURCHASE CARD
- REIMBURSABLE

1/30/09

*Final Review*



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*Commit/Copy/File*



0/9/09

*Send to:*

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IT Acquisitions

2009 Acquisition Strategy and Planning Unit (TBBHQ-QRm 6845)

PLEASE SEND TO INDIVIDUAL MARGED BELOW WHEN FINISHED

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Previous versions are obsolete.

COMPLETED BY REQUESTOR	
<b>Request Date:</b>	7/16/09
<b>Anticipated Procurement Date:</b>	10/1/09
<b>Requisition #:</b>	
<b>Point Of Contact:</b>	
<b>POC Phone #:</b>	
<b>Comments:</b>	

b6  
b7C  
b7E**HIGHEST CLASSIFICATION REQUIRED FOR VENDOR TO PROVIDE SERVICES/PRODUCTS**

(Access to FBI Systems / Access to classified information?)

UNCLASSIFIED     SECRET     TOP SECRET     TOP SECRET/SCI

**ASU USE ONLY**

Date Received:

Date Additional Information Requested:

Date Returned:

ASU POC:

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

b6  
b7C

- Classified Contract (DD 254 Required)
- Contracting Officer's Security Representative
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- DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements
- DOJ Consent for Warrantless Searches of DOJ Workplaces
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**ASU SPECIAL NOTES**

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- Required if connected to a FISMA or Critical Asset System (i.e.   )
- Intergovernmental procurement
- No actions related to security were identified in the documentation provided

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**PRIORITY**

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**ACKNOWLEDGEMENT**

ASU

Date

Request Date: 7/16/09	Anticipated Procurement Date: 10/1/09
<b>VENDOR INFORMATION</b>	
<input type="checkbox"/> Reseller With Access to FBI Facilities <input type="checkbox"/> Reseller With <u>No</u> Access to FBI Facilities	
Vendor Name:	
Vendor Address:	
<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Hardware <input type="checkbox"/> Software <input type="checkbox"/> Maintenance
Vendor Name:	
Vendor Address:	
<input type="checkbox"/> Contractor Providing Classified Services	<input type="checkbox"/> DD Form 254 Required
Vendor Name:	
Vendor Address:	
<b>PRODUCT/SERVICES INFORMATION</b>	
<input type="checkbox"/> FISMA System <input type="checkbox"/> Critical Asset System <input type="checkbox"/> Telecommunications <input type="checkbox"/> Audiovisual	
1. Products being procured (list the specific hardware / software / services in detail)	
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	OTD/TPS/TRU
3. Network on which product/service is to be used (i.e. [redacted] etc.)	Na
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	Na
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	Na
6. Will the vendor require access to classified information/systems?	No
<b>PROCUREMENT INFORMATION</b>	
Contracting Officer Name/ Phone:	
FBI COTR Name/Phone:	
Program Manager/Technical POC:	
Requisition Number:	
Purchase Order Number:	
Contract Number:	
<b>DOCUMENTATION ATTACHED</b>	
<input type="checkbox"/> Answers to the Acquisition Risk Questions (the replacement for the SF-328) <input type="checkbox"/> Key Management Personnel Listing (KMPL) <input type="checkbox"/> FD-369 Requisition for Supplies and/or Equipment <input type="checkbox"/> Statement of Work (SOW) – Required if a classified contract	
<b>PRIORITY</b>	
All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.	
Comments:	

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